

### **Vendor Questions for the EMV RFP Meeting**

- 1) Q: Will the scope of work include any extensive modeling such as electric demand?  
A: No.
- 2) Q: Will the contractor participate in the program design metrics or data collection such as those covering grant applications?  
A: As an initial step, the contractor will concentrate in planning an evaluation, measurement and validation effort for MEA's existing programs. Subsequent to that review or for new programs being designed, the contractor may suggest changes in the programs, design metrics or data collections needs.
- 3) Q: Will any programs that may arise from recommendations in the December 1, 2009 Maryland Energy Outlook meeting or resulting document be included in this contract?  
A: Yes, due to the duration of the contract, it may involve new programs that are not currently listed in the FY10 EmPOWERing Maryland Clean Energy Programs. Existing programs may be phased out and new programs may be added. This is a living document.
- 4) Q: You've mentioned that the chosen vendor will need to use Salesforce software to track projects. Who is the vendor for Salesforce?  
A: Acumen Solutions is the contractor working with MEA to build the Salesforce software that will be used to track projects. To the extent that any system changes become necessary, the contractor will be responsible for identifying and justifying such recommended changes. System changes are the responsibility of Acumen Solutions. Other than identifying potential changes, the contractor will be expected to use the software system just as any other MEA employee for accumulating necessary data.
- 5) Q: Will a description of the Salesforce program be provided to the contractor?  
A: Contractors making proposals on this RFP will be limited to the information contained on the Salesforce.com website. The successful contractor will be given a general program description/potentially training when the contract is awarded and the system is up and running in full swing.
- 6) Q: Will the contractor be expected to be an installer or work with the utilities to do installations?  
A: In general the contractor will not be expected to be an installer. However, there may be occasions when an Energy Engineer Specialist or Evaluation Specialist will be expected to coordinate on site with other installers or utilities in pursuit of program data. There may also be times when the contractor will have to coordinate measurement installation requirements to be completed by others.

- 7) Q: A section of Task #4 of the RFP requires “acquiring data from the MEA Implementation Contractor/Agency representatives or other sources” Will the contractor work with agency representatives other than the Program Manager?  
A: Yes. The contractor will be expected to interface with not only the MEA Program Manager, but the Program Manager’s Implementation Contractor in documenting program measures and developing Technical Reference Manuals.
- 8) Q: Will individual task orders also be labor rate based?  
A: Yes.
- 9) Q: What are non-routine, “over and above” travel expenses?  
A: These are typically any travel expenses extending beyond the general Maryland area and incurred by virtue of special assignment beyond what was known at the time of contract offer. They do not include travel expenses for contractor personnel that happen to reside outside the general Maryland area.
- 10) Q: What is the waiting period for the technical evaluation?  
A: No specific waiting period before evaluating the technical portion. The evaluation can take up to 2 to 4 months depending on MEA workload.
- 11) Q: Regarding the Conflict of Interest, if contractors have worked in the implementation of the program, will the conflict of interest be limited to the primary contractor or will that extend to the subcontractors as well?  
A: The successful EM&V contractor will be required to provide independent review of all MEA programs and services that are provided by MEA personnel or contractors hired to design and implement MEA programs. As such, a contractor or subcontractors bidding on this EM&V RFP may have a conflict of interest if such contractor or its subcontractors are currently designing and implementing any MEA programs. The conflict of interest is not limited to the primary contractor, but also applies to the subcontractors.
- 12) Q: Will MEA tell the vendors which statistical measures to use?  
A: Ultimately, MEA and the successful vendor will need to agree on specific measures; however, MEA will not dictate specific measures. We will look to the successful contractor to help decide what those measures should be.
- 13) Q: Will you chose a single contractor?  
A: Yes, the contract will be with a single primary contractor and the subcontractors designated by that prime contractor. Work will not be divided; this is a single solicitation.
- 14) Q: Will all vendors be required to do oral presentations?  
A: All vendors deemed reasonably susceptible for award will be required to do oral presentations.

- 15) Q: Will the final vendor selection need to be approved by DOE?  
A: Yes. Approval by DOE of the selected vendor will be required. If, for any reason, MEA's selected vendor is not approved by DOE, the vendor who came in second place may be selected with the approval of DOE.
- 16) Q: Can you estimate the size of the MEA programs?  
A: The FY2010 program book (RFP Section 3.1.3.Incorporation by Reference) noted a total FY2010 program budget of \$62.2 million, excluding PSC directed rate relief and DHR directed low income energy assistance. The program size estimates used in MEA's FY2010 Program Booklet can be used as reference.
- 17) Q: Are ARRA stimulus funds to be used in 3 years?  
A: Yes, ARRA funds need to be spent in the next 3 years.
- 18) Q: How was the 10% MBE participation in the RFP calculated?  
A: MEA worked with the Office of Minority Affairs to determine the percentage of MBE participation for this RFP.
- 19) Q: Will the contractor be required to provide technical assistance for all programs or just the new ones?  
A: The contractor will be expected to provide EM&V services on all MEA sponsored programs including any new programs that may occur during the life of the contract.
- 20) Q. Can personnel resources work in multiple classifications as defined in Section 3.4.3 of the RFP?  
A. Yes. However, the contractor will need to blend the differences in rates into their fully loaded rate for that position in the RFP Financial proposal. MEA needs to be provided with one rate for each position listed in the RFP. Vendors should keep in mind that the proposed labor rates will be for a set period of three years with no escalation potential.
- 21) Are all 17 MEA programs currently in place part of EmPOWER Maryland?  
A: Yes but, as mentioned before, this is a living document subject to change so if, for example, there are any climate action goals assigned to MEA and if they become programs, those programs will be included.
- 22) Q: During the oral presentations can vendors bring subcontractors as well?  
A: Yes. Vendors can bring every member of the team as they choose.
- 23) Q: Will there be a prescribed task order?  
A: Generally, MEA will follow the order of tasks as listed in the Scope of Work. Most programs are just starting and won't be running immediately. This is a living document subject to change and open to suggestions with no short time frame requirements as of this time.

24) Q: Regarding personnel classifications, can any one person serve in more than one labor category? Can rates be blended?

A: To the extent that a personnel classification will have various individuals working in that classification, their rates may be blended to provide a single proposed rate for a particular classification. There should be at least one person and one labor rate for each of the labor categories described in the RFP. Labor rates should incorporate both the primary contractor and subcontractor personnel without distinction. Keep in mind that all work performed under this contract must be billed at the proposed positions and labor rates identified in the Financial Proposal. It may be easier for billing purposes if each individual were directly assigned to a single labor classification, but that is not a requirement.

25) Can you provide the name of the particular product you are using from Sales Force?

A: Sales Force is a custom application that has been designed to capture MEA project data. Although MEA will be using the CRM capabilities of Salesforce, the major focus is on capturing data needed for SEIF and ARRA related projects.

26) Can subcontractors who worked with VEIC on the development of the EM&V RFP be bid as subcontractors on this particular bid?

A: Procurement Provisions-Ethics Law precludes an individual who has assisted in drafting specifications, invitations for bids, or requests for proposals, from submitting a bid for this particular proposal.

27) Is MEA willing to consider any extensions of the January 8<sup>th</sup> due date?

A. No.